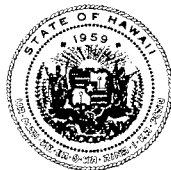


NEIL ABERCROMBIE
GOVERNOR



STATE OF HAWAII
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

P.O. BOX 2121
HONOLULU, HAWAII 96805-2121
Oahu (808) 586-7390
Toll Free 1 (800) 295-0089
www.eutf.hawaii.gov

BOARD OF TRUSTEES
DEAN K. HIRATA, CHAIRPERSON
LORETTA FUDDY, VICE-CHAIRPERSON
GEORGE KAHOOHANOHANO, SECRETARY-TREASURER
AUDREY HIDANO
EVERETT KANESHIGE
DEREK MIZUNO
KAROLYN MOSSMAN
CELESTE Y.K. NIP
SUNSHINE P.W. TOPPING
VACANT

ADMINISTRATOR
BARBARA CORIELL

March 9, 2011

TO: All State and County Employees

FROM: Barbara Coriell, Administrator *AC*

SUBJECT: Open Enrollment Changes and Mid-Year Qualifying Events

Aloha!

This memorandum is a reminder that if you completed an EC-1 Enrollment Form or EC-1H Enrollment Form (for employees in bargaining unit 5/45) during the recent open enrollment period that ended January 24, 2011 and have not received your membership cards but need to go to the doctor or fill a prescription, send EUTF an email at eutf@hawaii.gov. In the subject line type "URGENT – Confirmation of Coverage Needed". EUTF reviews this email site multiple times daily and will follow up with you right away. **Please be advised that regardless of whether or not you receive your membership card, you ARE covered under the plans you selected on March 1, 2011.**

Also, for employees who complete an EC-1 or EC-1H during the year for events such as new hire, addition of a dependent, marriage, divorce, etc. the same procedure as indicated above should be followed. **Regardless of whether or not you receive your membership card right away, you ARE covered under the plans you selected starting the date you chose on your enrollment form.**

If you have questions, feel free to email us at eutf@hawaii.gov